

## Initial Screening Process (ISP) for building permits

Whether a project is new, an addition, or an alteration, most items listed below are required prior to the project entering the plan review process. If the plans are deficient of one or more of the items, the applicant will be notified within two working days via email with deficiencies noted and further instructions for resubmittal. When the submittal moves from ISP to plan review notification may or may not be given. Plans are not considered to be in review until after they have been accepted through ISP.

### Community Development Department

#### Planning Division

All Projects located in Planned Development (PD) Zoning District

Site and Landscape plans

Plans should be consistent with approved Planned Development site and landscape plans

Approved Statement of Intent (if applicable)

All Projects located in Mixed Use-Downtown (M-DT) Zoning District

Site Plans

Plans should show compliance with Section 29-4.2 (M-DT Form-based Controls) and should include location of building, landscaping, and street walls when applicable.

Building Plans

Exterior Elevations

Detailed elevation drawings if any work is proposed on exterior of building. Show compliance with Section 29-4.2 (M-DT Form-based Controls) and should indicate dimensions, building materials, total area of transparent material, total area of each elevation, floor heights, and use of all floor area (residential, commercial, etc.)

New Subdivisions

Grading/Site plan reflecting lot layouts consistent with an approved preliminary plat.

### Building and Site Development Division

#### Building Safety

General / typical additional documents

Geotechnical report - New Buildings/Additions

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- Civil / Landscape plans - New Buildings/Additions
- Photometric plans - New Buildings/Additions
- Schedule of Special Inspections
- Structural calculations
- Specifications
- International Energy Conservation Code compliance report(s)

#### Architectural Sheets

- Plans signed and sealed by an architect licensed in the State of Missouri
- Cover/Sheet Index
- Current code edition listed
- Code Analysis/Occupant Group/ Occupant Loads
- List of Accessory/ Incidental Areas
- Site Plan/Details (include location map)
- Exiting Plan
- Floor Plan(s)
- Roof Plan
- Reflected Ceiling Floor Plan(s)
- Exterior Elevations
- Building Sections
- Wall Section(s)/Details
- Partition Type/Details
- Fire-Resistant Construction Assembly Details
- Door Schedule and Hardware Types
- Window Schedule
- Stair Sections/Details
- Plan Details
- List of Deferred Submittals

#### Structural Sheets

- Plans signed and sealed by an engineer licensed in the State of Missouri
- General Notes
- Typical Details/Schedules
- Foundation Plan/Details
- Floor Plan(s) (Framing/Wall/Details)
- Roof Plan/Details
- Enlarged Stair Framing/Details

#### Mechanical Sheets

- Plans signed and sealed by an engineer licensed in the State of Missouri
- General Specifications
- Floor(s) Plans

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Roof Plan

Mech. Details/Schedules/Calculations

#### Plumbing Sheets

Plans signed and sealed by an engineer licensed in the State of Missouri

General Specifications

Floor(s) Plans

Roof Plan

Waste/Vent/Water/Gas Piping Diagrams

Plumbing Details/Schedules/Calculations

#### Electrical Sheets

Plans signed and sealed by an engineer licensed in the State of Missouri

General Specifications

Site Electric Plan

Floor(s) Plans (Lighting)

Floor(s) Plans (Power)

Roof Plan

Riser Diagram/One-line

Load/Fault Calculations

Electrical Details

Panel Schedules

### Site Development

#### Cover Sheet

Developer/owner's name, mailing address, and telephone number

Vicinity Map

Legal description

Zoning designation

Table showing total impervious area (pre and post development)

Site Plan (scale 1"=50' or larger)

Grading Plan (scale 1"=50' or larger)

Erosion and Sediment Control Plan

SWPPP if disturbed area  $\geq$  1 acre

Landscaping Plan

Plans signed and sealed by a Professional Engineer licensed in the State of Missouri

Land Disturbance Permit and Fee Requirements:

Sites smaller than 1 acre:

Disturbed area < 3000 sq. ft: no permit, no fee.

Disturbed area > 3,000 square feet: permit required, no fee.

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Sites one (1) acre or larger:

Disturbed area < 3000 sq. ft: permit required, no fee.

Disturbed area > 3000 sq. ft: permit and fee required.

Stormwater Management

Stormwater Management Plan (scale 1"=100' or larger)

Storm sewer profiles

Drainage area map

Storm system capacity/drainage calculations

Maintenance covenant and O&M manual

Calculations (detention and water quality)

Completed flood plain development permit application (if applicable)

New Public Street and Sidewalk

Uses City Standard Details

Spot elevations for sidewalks, ramps and drive approaches  
demonstrating

ADA compliance

Traffic control plan (can be deferred submittal)

Retaining Walls

Engineered drawings and calculations (if over 4 feet)

Easement descriptions

## Columbia Fire Department

### Building Plans

Comprehensive code analysis

Square footage

Use group

Construction type

Occupancy calculation

Current code edition listed

Plans signed and sealed by a design professional licensed in the State of  
Missouri

Room use description provided

Door schedule providing door and hardware type

### Site plans

Fire lanes

Fire hydrant locations

Topography information

Landscaping

### Mechanical plans

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Electrical plans

Plumbing plans

Fire Alarm Plans – deferred submittal allowed

Plans must be free of design layers that are not part of the fire alarm system

Plans to scale and legible

Room use description

Ceiling heights provided detailing any applicable obstructions

Device locations

Candela and Dbs settings for notification devices

Fire alarm and enunciator control panel locations

Manufacturers cut sheets for all devices and equipment proposed as part of the system

Voltage drop calculations

Backup battery calculations for the entire alarm system

Fire Sprinkler Plans – deferred submittal allowed

Plans signed and sealed by a professional engineer licensed in the State of Missouri

National Fire Protection Association (NFPA) standard referenced

Construction type

Ceiling heights

Plans to scale and legible

Room use description

Storage occupancies including storage materials and quantities (if applicable)

Hydraulic calculations

Manufacturers cut sheets for all equipment proposed on the project (i.e. sprinkler heads, valves, tamper and flow switches, compressors, anti-freeze storage tanks, etc.)

Fire Suppression Systems – deferred submittal allowed

Plans signed and sealed by a professional engineer licensed in the State of Missouri

Plans are to scale and legible

Location of suppression systems

Description of equipment to be protected

System make, model, and size

Nozzle type and flow requirements

Location of the pull station

Automatic fuel/electric shunt trip device indicated

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Location and type of system alarm (local or fire alarm system)

### Health Department

Projects that involve food service (restaurant, school, daycare, convenience store, bakery, bar, grocery store, lodging, assisted living facility, etc.), plans to include:

- Floor plans to scale
- Equipment schedule
- Finish schedule
- Plumbing plan
- Lighting plan
- Proposed menu

Projects that involve a swimming pool with or without an associated clubhouse, plans to include:

- Floor plans to scale
- Site plan
- Plumbing plan
- Completed "Engineering Summary" on form provided by department

### Utilities Department

#### Light Division

- Property line locations
- Easement locations
- Building locations
- Pavement locations
- Existing and proposed utility locations
- Electronic (AutoCAD) copy of the site plan
- Panel schedules
- Watt load calculations
- Riser diagram
- Equipment locations

#### Water Division

- Property line locations
- Easement locations
- Building locations
- Pavement locations
- Existing and proposed utility locations
- Electronic (AutoCAD) copy of the site plan
- Riser diagrams

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- Plumbing plans
- Equipment locations
- Total supply fixture units (demand)
- Floor plans
- Fire sprinkler system

**Sewer Division**

Sanitary sewer main extension or construction, plans to include:

- Sanitary Sewer Plan and profile
- Quit claim deed documents
- Easement documents (descriptions and diagrams)
- Sewer Extension Application
- Sewer Extension Application Fee

Food service (e.g. restaurant, school, daycare, convenience store, bakery, bar, grocery store, lodging, assisted living facility), automotive (e.g. carwash, auto shop, lube service) or other businesses that require a grease, oil, and sand separators, plans to include:

- Plumbing plans
- Kitchen equipment plans
- Interceptor location
- Sample port location

**Solid Waste Division**

Projects that have trash and recycling service